

**U.S. DEPARTMENT OF STATE
Call for Proposals Announcement**

**U.S. EMBASSY PORT OF SPAIN
AMBASSADORS FUND FOR CULTURAL PRESERVATION (AFCP)**

Announcement Type: Grant, Cooperative Agreement (as appropriate)

Funding Opportunity Title: **U.S. Ambassadors Fund for Cultural Preservation Grants**

Funding Opportunity Number: **AFCP-2021-2022-GP**

Type of Funding: **Diplomatic Programs Public Diplomacy Funds**

CFDA Number: 19.025 U.S. Ambassadors Fund for Cultural Preservation

Date Opened: **November 02, 2021**

Proposal submission date and time deadline: **Sunday, November 28, 2021 (11:59 p.m. EST)**
Full implementation of the 2022AFCP program is pending the availability of funds and a congressionally approved financial plan.

Eligibility Category (Project applicants): Reliable and accountable non-commercial entities that are registered and active in [SAM.gov](https://sam.gov) and can demonstrate that they have the requisite experience and capacity to manage projects to preserve cultural heritage. These may include Foreign Educational Institutions, Foreign Governments, Foreign NGOs/PVOs, Public International Organizations (PIOs), U.S. Educational Institutions, U.S. Non-Profit Organizations. Also, U.S.-based organizations subject to Section 501(c)(3) of the tax code (*with partnerships that develop the capacity of similar Trinidadian and Tobagonian institutions and include plans to transfer programs to sustainable local management*) may apply.

Embassy Port of Spain will vet applicants for eligibility, suitability and reputable performance in cultural preservation or similar activities.

Award Floor: U.S. \$10,000.00

Award Ceiling U.S. \$500,000.00

Announcement Type: New Announcement

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U.S. Embassy, Port of Spain

Email: posgrants@state.gov

I. FUNDING OPPORTUNITY DESCRIPTION

Program Objectives:

The AFCP Grants Program supports the preservation of archaeological sites, historic buildings and monuments, museum collections, and forms of traditional cultural expression, such as indigenous languages and crafts. Appropriate project activities may include:

- Anastylis (reassembling a site from its original parts)
- Conservation (addressing damage or deterioration to an object or site)
- Consolidation (connecting or reconnecting elements of an object or site)
- Documentation (recording in analog or digital format the condition and salient features of an object, site, or tradition)
- Inventory (listing of objects, sites, or traditions by location, feature, age, or other unifying characteristic or state)
- Preventive Conservation (addressing conditions that threaten or damage a site, object, collection, or tradition)
- Restoration (replacing missing elements to recreate the original appearance of an object or site, usually appropriate only with fine arts, decorative arts, and historic buildings)
- Stabilization (reducing the physical disturbance of an object or site)

Please see the Notice of Funding Opportunity for a description of the grant:
<https://www.grants.gov/web/grants/search-grants.html?keywords=AFCP>

II. ELIGIBILITY INFORMATION

The U.S. Embassy, Port of Spain through the Public Affairs Section, will accept full applications from those who qualify to receive support from the U.S. government and AFCP grants in accordance with AFCP program policies.

The U.S. Embassy, Port of Spain and the U.S. Department of State define eligible applicants as reputable and accountable non-commercial entities, such as non-governmental organizations, museums, ministries of culture, or similar institutions and organizations, including U.S.-based organizations subject to Section 501(c) (3) of the tax code. These entities must have a DUNS number and SAM registration prior to submission and be able to demonstrate that they have the requisite experience and capacity to manage projects to preserve cultural heritage.

Individuals and commercial entities are not eligible to receive grant awards. Neither will past award recipients who have not fulfilled the objectives or reporting requirements of previous AFCP awards be able to receive funding.

III. AWARD INFORMATION

1. Funding Type and Amount: Grant

- Minimum (“Floor”) Award Amount: \$10,000.00
- Maximum (“Ceiling”) Award Amount: \$500,000.00

Eligible organizations interested in applying are encouraged to read this request for applications thoroughly to understand the type of project sought and the application submission requirements and evaluation process.

The Public Affairs Section reserves the right to award less or more than the funds described under circumstances deemed to be in the best interest of the U.S. government, pending the availability of funds and approval of the designated Grants Officer.

The period of performance for project activities begins upon the Grants Officer’s signature and the grantee’s countersignature of a Department Standard Notice of Award. A complete Notice of Award consists of:

- A. DS-1909 Award Cover Sheet;
- B. Award Provisions;
- C. Department of State Standard Terms and Conditions.

The three combined constitute the legal document issued to notify an award recipient that an award has been made and funds are available for use during the specified award period. Failure to produce a complete DOS Notice of Award may result in the nullification of the award.

IV. APPLICATION GUIDELINES

Submission

How to Apply:

See below for complete details on requirements:

Registration required: Applicants should begin the process of registering for a Dun & Bradstreet Universal Numbering System (DUNS) number - <http://fedgov.dnb.com/webform>, a NATO Commercial and Government Entity (NCAGE) code - <https://eportal.nspa.nato.int/AC135Public/CageTool/home> and be registered in the System for Award Management (SAM) - <https://www.sam.gov> prior to submitting project abstracts. Proof that applicants have begun the registration process will be required with the submission of concept papers.

Note well that applicants may acquire DUNs number, NCAGE code and SAM registration at no cost.

Submission of project concept note applications: Email to posgrants@state.gov. The subject line of your email should be as follows:

- *‘Organization name of Applicant – Ambassadors Fund for Cultural Preservation 2022 Grants Competition’*

Requirements and Documents

From the Implementer, proposal concept papers must include or address the following:

- a. Project Title
- b. Project summary: This should be short, about 250 characters, and include the activities and goals of the project.
- c. Location of the project
- d. Amount requested: All figures should be in United States dollars and the total requested must be between \$10,000 and \$500,000.
- e. Scope of work: (1500 characters) The project scope summarizes (1) the preservation goals and activities for achieving them and (2) any broader host country or community goals and activities for achieving them. Describe the project. What will your project achieve? Please include a detailed timeline and major milestones and SMART objectives.
- f. Media plan (about 250 characters)
- g. Evaluation: (250 characters) How will you measure whether your project is progressing as planned? How are you evaluating the impact of the project?
- h. Budget narrative: Please provide a clear justification for the budget you are requesting.
- i. Budget worksheet: [TT AFCP Budget Worksheet](#) per the template provided in the See Related Documents link on <https://www.grants.gov/web/grants/view-opportunity.html?oppId=329274>
- j. Attachments:
 - Supporting documents including, at a minimum and required, five (5) high quality digital images (JPEGs) or audiovisual files that convey the nature and condition of the site, object, or form of expression and, in the case of a site or object, show the urgency or need for the proposed project (collapsing walls, water damage, worn fabric, broken handle, etc.), any historic structure reports, restoration plans and studies, conservation needs assessments and recommendations, architectural and engineering records, and other planning documents compiled in preparation for the proposed project
 - Proof of official permission to undertake the project from the office, agency, or organization that either owns or is otherwise responsible for the preservation and
 - protection of the site, object, or collection
 - PDF of your most recent NICRA if your organization has a NICRA and includes NICRA charges in the budget.

Sample concept paper: [TT AFCP Concept Paper template](#)

Cost sharing and Other Forms of Cost Participation: There is no minimum or maximum percentage of cost participation required for this competition. When an applicant offers cost sharing, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its application. Details of the cost share is later included in an approved agreement.

Note, the applicant will be responsible for tracking and reporting on any cost share or outside funding, which is subject to audit per 2 CFR 200. Cost sharing may be in the form of allowable direct or indirect costs.

Completeness of Proposal: Project applications should include all the information requested in the application guidelines. Applications will not be considered until all information is received in electronic form. Concept Papers **must be** completed in English and budget numbers provided in U.S. dollars. Questions should be addressed to posgrants@state.gov.

Funding Restrictions:

AFCP does not support the following activities or costs, and applications involving any of the activities or costs below will be deemed ineligible:

- Preservation or purchase of privately or commercially owned cultural objects, collections, or real property, including those whose transfer from private or commercial to public ownership is envisioned, planned, or in process but not complete at the time of application
- Preservation of natural heritage (physical, biological, and geological formations, paleontological collections, habitats of threatened species of animals and plants, fossils, etc.)
- Preservation of hominid or human remains
- Preservation of news media (newspapers, newsreels, radio and TV programs, etc.)
- Preservation of published materials available elsewhere (books, periodicals, etc.)
- Development of curricula or educational materials for classroom use
- Archaeological excavations or exploratory surveys for research purposes
- Historical research, except in cases where the research is justifiable and integral to the success of the proposed project
- Acquisition or creation of new exhibits, objects, or collections for new or existing museums
- Construction of new buildings, building additions, or permanent coverings (over archaeological sites, for example)
- Commissions of new works of art or architecture for commemorative or economic development purposes
- Creation of new or the modern adaptation of existing traditional dances, songs, chants, musical compositions, plays, or other performances
- Creation of replicas or conjectural reconstructions of cultural objects or sites that no longer exist
- Relocation of cultural sites from one physical location to another
- Removal of cultural objects or elements of cultural sites from the country for any reason
- Digitization of cultural objects or collections, unless part of a larger, clearly defined conservation, documentation, or public diplomacy effort
- Conservation plans or other studies, unless they are one component of a larger project to implement the results of those studies
- Cash reserves, endowments, or revolving funds (funds must be expended within the award period [up to five years] and may not be used to create an endowment or revolving fund)
- Costs of fund-raising campaigns
- Contingency, unforeseen, or miscellaneous costs or fees
- Costs of work performed prior to announcement of the award unless allowable per 2 CFR 200.458 and approved by the Grants Officer
- International travel, except in cases where travel is justifiable and integral to the success of the proposed project or to provide project leaders with learning and exchange opportunities

with cultural heritage experts

- Individual projects costing less than \$10,000 or more than \$500,000
- Independent U.S. and foreign projects overseas that do not have a local partner or a pre-existing formal agreement with the national cultural authority in the specified country to conduct cultural heritage preservation activities

Technical Format Requirements (for full proposals): All pages must be numbered, including budgets and attachments. All documents must be formatted to 8.5” x 11” paper and all Microsoft Word documents double-spaced, 12-point Times New Roman font, with a minimum of 1-inch margins. Concept papers should be no more than 4 pages.

Please review this video for more information about requirements and expectations with U.S. government-provided grants: <https://www.youtube.com/watch?v=R5LWjnVbOZs&t=2s>

V. REVIEW AND SELECTION PROCESS

Criteria. Applications will be reviewed for its fullness, coherence, clarity, and attention to detail. Additionally, applications will be assessed for technical eligibility based on the objectives, priorities, requirements, ineligible activities, and unallowable costs contained in this funding opportunity.

In consultation with the State Department’s Bureau of Educational and Cultural Affairs (ECA) applications may be deemed ineligible if they do not fully adhere to the criteria stated herein.

Acknowledgement of receipt. Applicants will receive acknowledgment of receipt of their proposal. The U.S. Embassy, Port of Spain reviews Trinidad and Tobago proposals for eligibility and makes an official recommendation for funding to ECA. ECA administers the Ambassador's Fund and carries out the selection process in consultation with the Offices of Budget and Planning and the Legal Adviser. The Assistant Secretary recommends funds authorized for selected proposals for ECA.

Follow up notification. Organizations whose applications are selected for submission to ECA will be notified. If ECA shortlists their applications, organizations will have until March 22, 2022, to submit full proposals.

VI. AWARD ADMINISTRATION

Award Notices: The Grants Officer writes, signs, awards and administers the grant award agreement. The Grants Officer is the U.S. government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants. In some instances, a Grants Officer Representative will be the grantee’s primary point of contact. The assistance award agreement is the authorizing document given to the recipient.

Anticipated Time to Award: Once ECA makes the announcement, U.S. Embassy Port of Spain will notify applicants.

Upon Receipt of a Grant: Please note that according to the U.S. government’s grants policy, grant recipients do not receive advance payments in excess of their “immediate cash needs.” In

general, to ensure that grantees submit final reports, up to 10% of the grant total is withheld as a final payment.

Recipients are required to submit a final **certified Federal Financial Report (SF-425) and a Narrative Report (SF-PPR) within 90 calendar days** of the end of the period of performance delineated in the award. Some grants may also require quarterly reports. Grantees will know of their reporting responsibilities upon the awarding of the grant. Failure to comply with the reporting requirements may jeopardize eligibility for future awards or will result in suspension of any future payments under this award until this deficiency is corrected. Some of the required forms include:

- [Performance Progress](#) [192KB PDF]
- [Federal Financial Report SF-425](#) [574KB PDF]
- [Instructions for the Financial Report](#) [160KB PDF]
- [Requests for Advance or Reimbursement SF-270](#) [66KB PDF]
- [Instructions for Advance or Reimbursement SF-270](#) [305KB PDF]

All recipients must be aware of the Standard Terms & Conditions that apply to overseas grantees and comply with all applicable terms and conditions during the project period. You can access the Standard Terms and Conditions at this link: <http://goo.gl/UeAkut>

**Thank you for your interest in the
U.S. Embassy Port of Spain Ambassadors Fund for Cultural Preservation**